

Ryan White Title I

Inland Empire HIV Planning Council

Minutes of Meeting

Thursday, October 24th, 2002

1:00 p.m. - 3:30 p.m.

**Inland AIDS Project
3756 Elizabeth Street
Riverside CA 92506
(909) 683-4022**

Call to Order and Introductions

Steve McGrew, co-chair, called the meeting to order at 1:15 p.m. Introductions were made and persons in attendance were:

Members:

Steve McGrew
Sandra Bibb
Joe Acosta
Cherry Houston, Ph.D.
Leann Chamlee
Benita Ramsey
John Brown
Ed Cueto

Victoria Jauregui Burns
Danny Colon
Faith Davis-Bolton
Darlene DeBayona
Rick Rector
Carolyn Harris
Jeffrey Byers
Carolyn Harris

Gregory French
A. Lloyd Jones
Rebecca Zeidler
Lucie Smith
Wayne McKinny, M.D.

Absences:

Evelyn Valentino
Erin Comstock
Gary Feldman, M.D.
Thomas Prendergast, M.D.

Steve English
Edwin Zelaya
Fred Flotho, Jr.
Edward Rangel

Jerry Nevarez
Evelyn Valentino
Joshua Sparks

Other Attendees:

Jack Newby
Jimmie Lee
William Trevizo
Leslie Lambert
Paul Nocchi
Michelle Davis (for E.Comstock)

Dr. Tom Rogers

P. C.Support Staff:

Daniel Perez
Vicki Devore
Jim Woodward
Terry Millette
Bonnie Flippin

Public Comments

Joe Acosta thanked those whom had sent messages regarding the loss of his family member and he said the support from the group had meant a lot to him.

Leann Chamlee thanked Steve McGrew for the wonderful introduction he did at the Case Management Conference. She said it really meant a lot to many people.

Danny Colon announced that he would no longer be able to be active in the Planning Council because of his employment position at the VA Clinic. He was told that he would be missed by the group.

Agenda Additions, Revisions, and Corrections

Steve McGrew announced changes to the Agenda as follows:

Under New Business, the Proposed Letter to Grantee needs to be deleted.

Under Planning and Evaluation, add Report of Comprehensive Plan.

Under Planning and Evaluation, add Report on Case Management Conference by Victoria Burns.

Chair then said that without objection the Agenda is accepted as corrected.

Review and Approval of Minutes

Minutes for the meeting of September 26th, 2002 were reviewed. Jeff Byers asked that his name be changed on page 3 from Jack to Jeff. Motion was made to accept the revised minutes by Joe Acosta and seconded by Carolyn Harris.

Motion # 02- 58 was approved.

For: 21

Against 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Consent Calendar

Motion was made by Joe Acosta and seconded by Ed Cueto to accept the Consent Calendar. (Attachment 1)

Motion # 02- 59 was approved.

For: 21

Against 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

New Business

Steve spoke regarding his observations during the move of Planning Council Staff to the new offices in Colton. He said that it became quite apparent that after all these years of giving money to buy equipment, that Planning Council didn't have very much. He said records weren't kept and the County just took things. It was then mentioned that HSS, Human Services System, which is going to be dealing with all the grants, has a proposal to take all the Grant money and turn it into County property, so that in the future, all Title I monies would become Title I property. He said that this concerned them so much during Executive Committee that they thought it might be time to look into subcontracting the staff from someone else. He said that since then, Jim Woodward has promised to have Mary Peluffo go over all the old records from the last eight years and determine what equipment was bought or money was spent for Planning Council so that Planning Council will be compensated. They are also going to try to work out with HSS that any equipment that Title I buys is owned by the Planning Council, not the County. Steve said that now he would wait to hear the result of the research by Mary and will report back next month on any results.

Danny Perez commented that the way the County manages its grants is that if the Grantor has certain restrictions placed on items that are bought, then whatever happens after the grant has ended, the County obliges the Grantor. Basically, what the County does, is if there are purchases, they become part of the whole system, and things are borrowed and moved around between programs. He says he imagined that is what has happened with a lot of the items and equipment that were purchased with Title I money. He said Mary Peluffo, who is the head of Fiscal & Administrative Services, is charged with identifying where those purchases were made and creating an accounting. He said that as soon as they can, there will be an accounting for the Planning Council, so Planning Council will have an understanding of where those funds were spent.

Sandi Bibb asked if a change in office situation was made, who would be responsible for repairing and servicing the equipment, as the County does it now if something breaks down. Danny replied that we had contracts for repair and servicing the equipment and those funds come out of Title I. If you subcontracted out your staff, you would essentially start off fresh, provide whatever equipment you don't have, whatever furniture you don't have, pay your own rent, pay for all the overhead costs and the County would not be involved in those costs.

Steve said he thinks the process would first be to see whether other EMA's of this size do this and how they do it and get the report back before a step is taken. Danny responded that John Brown had requested a comparison of comparable EMA's and the cost for staffing and that has been generated and will be presented to Steve for his review and brought to Planning Council perhaps next month.

Old Business

Regarding the second vote on September 26th concerning Reallocations, the item was not mentioned on the Agenda and therefore it violated the Brown Act. Steve McGrew said it is an approved San Bernardino County Committee recommendation (Attachment 2) and asked for discussion. John Brown said he would like to move that the decision to reallocate these dollars be postponed until Planning Council hears from County Counsel. When asked to explain this further, John said that last month Planning Council asked County Counsel to give an opinion about whether or not it was possible based upon an emerging need for dollars to be transferred within category of Title I from one county to another county, and that opinion has not come yet. He said that whole issue had to do with these dollars, so he would like to move that Planning Council postpone the decision to reallocate these dollars until they hear from County Counsel. Wayne McKinney seconded the motion.

After group discussion that this decision could be delayed for perhaps two or more months thereby affecting the use of funds, Carolyn Harris spoke and said that from a parliamentary procedure, what they had decided in the Riverside Committee was that \$89,000 of that proposed reallocation from San Bernardino be permitted to be re-allocated because it was from the MIS System Development, both ARIES and MIS Title II funds. John Brown said he would accept that as a friendly amendment, that the \$89,000 be allowed to be reallocated. He said it could be reallocated wherever San Bernardino wants it to be reallocated. When Steve asked where the money would go, John said that someone could make a motion after this motion is voted on as to where the money would go. After discussion, Steve asked for show of hands.

Motion # 02- 60 was approved.

For: 19

Against 2

Abstentions: 0

Members present with no PC Form 700 on file: 0

Planning and Evaluation Report

Victoria Burns asked Danny Perez to report on the Comprehensive Plan. He said the Executive Committee had approved the number of copies to be printed and where to send them. They will go to the libraries, provider sites, all Planning Council members and some of the contributors. He said the printing should be done by the end of the next week and should be out by the first of November. Steve said that it is the duty of Planning Council members to look at the Plan, and make changes by the end of November. Danny said that with the assistance of the Board of Supervisor Chair, Fred Aguilar's, Chief of Staff, a notice will be published in newspapers at no cost to the Planning Council.

Regarding the Food Report, Victoria reported that it had been taken to the Provider Network, which made the suggestion that those at or below 150% of poverty would be eligible for up to four units of service, which could be a combination of food, vouchers. She also said that the Provider Network recommended that this start March 1 of next year, but by introducing it today, the Grantee can include it in the RFP so that anyone applying for food will understand what their limitations will be. She said that Planning and Evaluation will still discuss the shortfall for this year.

John Brown made motion to accept the Provider Network recommendation which were 150% of poverty level eligible for up to four units of service. Faith Davis-Bolton seconded the motion. After discussion, four units of service was defined as four ten dollar units of service which could be food, vouchers or whatever is available as a unit of service. The motion carried.

Motion # 02- 61 was approved.

For:	21
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

Ed Cueto had a question regarding the RFP. He said it was not too clear whether it was going to be distributed or out next week, and if not, would this delay the deadline for responding to it. Danny Perez reported that staff was working with HSS to be responsive to Providers needs, but staff has to work within their bureaucracy as well. He said that he was working so it does not cost Providers that week.

Victoria Burns reported on the Case Management Conference. She said it was very well attended, very well planned, and that those responsible for planning this conference created a very nice day for the case managers. The case managers suggested that they needed additional training on diversity and benefits. She also said they expressed concern about carrying high case loads with patients with high acuity and their frustration with lack of time to meet patient needs. Carolyn Harris said they were also interested in developing standardized forms in case management and individualized service plan forms.

2:10 BREAK

Grantee Report

Danny Perez reported that the RFP is going to the Board of Supervisors on Tuesday, and will be released shortly thereafter.

Danny said that the County Counsel letter that was requested at the last meeting has been drafted and signed by Steve McGrew and forwarded. He said he has forwarded a copy to Victoria Burns to draft a letter and forward that same letter to her County Counsel as requested by Planning Council members.

Danny said that he was approached by Fred Aguilar's Chief of Staff, when the nominations for Planning Council members were to go before the Board of Supervisors two weeks ago. Danny was told that they basically held up the applications, they gave staff a call and requested further information about the recruitment process. Joe Acosta said they were concerned with the membership applications, and he had to explain to them that the applications were required by HRSA to seek representation from certain constituencies and that these are the people who were determined to fit the bill. He said that after learning that information, they were very supportive. He stressed that it was not the size of the resume, but rather the representation of the community that is the priority. He said they offered to let their communication systems help the Planning Council in the future, to let them know, and they will post information in their newsletters and newspapers. Danny expressed his appreciation to Steve and Joe for attending the meeting, as he thinks it was vital to have representation from the Planning Council and it turned out to be very effective.

Danny Perez reported that the final Application was completed and submitted. It was received by HRSA on October 8, 2002. He said members wanting a copy of the Application should sign up on a sheet held by Vicki Devore. He said he was looking into the cost of a CD of the Application, the Plan, and the Needs Assessment, so if members preferred a CD, please make a note of that on the sign up sheet. Danny announced that the Comprehensive Plan was completed. He also announced the office relocation to Colton and said we are now in an HSS building, which means we don't have the same support as we had through the Department of Public Health, and have to rely on a larger, more cumbersome system.

Danny reported on the Dental TA, the conference call with Dr. Reznick, Pearl Katz, Betah Associates. He said Steve McGrew and Jim Woodward were there and a schedule was firmed up for Dr. Reznick to visit all of the Provider sites, specific dental providers who are subcontractors, and they set up a meeting with Dr. Turner, Dr. Rogers, and Alex Taylor to discuss the Part F money. Dr. Reznick will be here from November 2 to 4, with follow-up meetings on the 5th. He said Dr. Reznick had good questions he would be asking. He said he hoped the end result would be good information to improve the dental quality and provide better service to our clients. Steve stressed that one of the things Dr. Reznick wants to do is hear from consumers, and said for consumers please sign up to talk to Dr. Reznick.

Danny introduced Dr. Tom Rogers, a faculty member at Loma Linda. Dr. Rogers spoke regarding the Part F Grant. He said that during the first year, all of the training will be at the SACH Clinic in San Bernardino, due to logistics. He said the task was two-fold – one of them is to increase dental care to HIV positive patients not covered by other resources; and the second is to train dental students, hygiene students, and dental residents on the issues of dealing with HIV positive patients. He said he spoke with Dr. Waterman, the Grant Administrator, and he said it was not the intent of this grant money for patient care services to supplant monies that were already allocated for services. John Brown asked about a dedicated clinic in the desert, and Dr. Rogers said perhaps sometime, depending on the support in the future.

Danny Perez, the Grantee, then made an award presentation to Carolyn Harris for the volunteer work she has done with our office, donating over 720 hours to assist the staff to get to know the

processes and coaching the staff through the various document processes. He said she had improved quality management for all of the clients throughout the EMA, and ultimately that was the purpose behind the constant review processes she has done. He expressed deep appreciation of her efforts on behalf of the staff. Danny also expressed appreciation of all the support and time given by Steve McGrew throughout the last two-month process.

Membership Committee Report

Joe Acosta announced the resignation of Steve English from Planning Council. He asked Steve McGrew and Lloyd Jones to report on action taken while Joe was absent last month. The current applicants are Will Trevizo, with Rainbow Pride Youth Alliance in San Bernardino; Jimmie Lee, by profession a social worker, teacher, director of Christian Education and Social Services at Mt. Zion Missionary Baptist Church in San Bernardino; Jack Newby, attorney, former Board of Directors of the AIDS Center in Long Beach, has a passion for prevention and education regarding HIV/AIDS as well as serving underserved communities, and he is currently Director of Public Policy with Desert AIDS Project. Joe said these are really great candidates to consider and encouraged all members to attend the Membership Committee meetings.

Steve McGrew asked Grantee if Steve English's name could go on the Board Agenda for the 29th to free the position. Danny Perez said he would check on that.

County Committee Reports

Riverside Committee –

Joe Acosta reported that election of officers will be held next month and that he was nominated to serve as Chairman. There were three nominees at large: Evelyn Valentino, Lucie Smith, and Ed Cueto. Additional nominations will be entertained at the next meeting for elections. He said the Committee also voted that the \$61,000 that they had from MIS be diverted to dental (\$40,000) and mental health \$21,000).

Steve said it is a Committee recommendation motion and doesn't need a second. He asked for discussion.

Motion # 02- 62 was approved.

For:	21
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

San Bernardino Committee –

Steve McGrew reported that the upcoming elections were discussed, but that nominations were not done because there were only two consumer members there at the time. He said they passed the failed proposal regarding reallocation of funds, and he requested the Committee meet again after the meeting to discuss reallocation.

Standards and Evaluations Committee Report and Case Management Standards Report

Victoria said they were working on Transportation Standards and were meeting next to discuss Direct Emergency Financial Standards. She said there is a meeting at 1:30 in the Colton office regarding client surveys. She said that there will no longer be a separate Standards and Evaluation Committee and separate Case Management Committee, they will be meeting at one time.

Executive Committee Report

Steve McGrew reported that Grantee problems with the move were discussed, and also a problem with grievances. Joe Acosta announced that there was a flyer circulating in one area where a provider was telling people to call the Planning Council if they had any complaints. Joe stressed that there was already a procedure for grievance in place and that only after that has expired, it could be forwarded to Planning Council and staff for further processing. He said it seemed like the provider was referring people directly to the Planning Council. He suggested that in the future more care be taken in assigning blame or assigning responsibility, or explaining the process of grievance. Steve said that because of this discussion, it was brought up that the tough decisions that were being made now, and with the lack of funds, it would be appropriate for him to write a letter to consumers that the providers could hand out saying that funds are becoming tight, hard decisions are having to be made and it is not always the provider's fault – that it is probably going to get tougher next year. This was intended to keep the providers from feeling they carry all the burden. Steve said a letter will be going out soon. He said that was basically all that happened other than setting the agenda for the meeting today.

Underserved Population Report & Community Linkages

Cherry Houston gave a report on plans in progress for a huge program in Riverside for World AIDS Day. She also spoke of a candlelight service for the Saturday before World AIDS Day. She said that three of their committee meetings are going to be expanded meetings in which they are going to focus on various subjects such as Women's Health Issues relating to HIV/AIDS with subcategories like cultural competency, but that expansion is still in the works. She said that the committee is looking for a place to house at least 1000 people for World AIDS Day, but so far they have not found any place.

MIS Report

None

Consumer Advocacy and Education

Lloyd Jones gave a report regarding preparations for AIDS Walk on Sunday, October 27. There will be a tent, table and literature at this event. He also spoke regarding World AIDS Day on December first.

ad hoc Committee Reports

None

Advocacy Reports –

John Brown reported that he was returning to Washington DC on November 12 when the House is back, trying to get agreement on numbers, pushing for increases in both Title I and Title III. He said that with the election over, it ought to move quickly and by next month, they ought to know what those allocations are for next year. He said there is discussion regarding gearing up for re-authorization and changes in language. Also, he said the Winter meeting for CAER Coalition is being held in Florida and he thought San Bernardino County would be represented. He said he hoped they would carry Riverside County's proxy, as there is to be an election at that time.

Jack Newby reported on the latest SCHAC meeting. He said a lot of the meeting was spent on internal organizational issues. He said Desert AIDS Project has taken over the e-mail functions for SCHAC. He said there would be some fundraising to be done. He also gave a summary of the

Legislative session and will be happy to provide anyone with a copy of that summary. Also, he said now was a good time to visit District offices of the Legislators and address legislative issues. There was also discussion of a needs assessment among the SCHAC members for looking at what the legislation for next year is going to be, so there will be some information at the provider offices encouraging clients to fill out that information.

Steve announced that the SCHAC dues bills were in the mail for Riverside and San Bernardino Counties.

Carolyn Harris said she wanted to thank DAP for the excellent electronic newsletter. She said it is a good quick easy read to catch up on what's going on legislatively and with the project too, and that it is very well done.

Fiscal/Programmatic Reports (Grantee Expenditure Reports)

None

Grantee Expenditure Report

Covered under consent calendar – see Attachment 1

Planning Council Support Staff Procedure Review Committee

None

Public Comments

None

Announcements

Steve McGrew announced that there would be no Planning Council Retreat in December.

Will Trevizo announced that Rainbow Pride Youth Alliance is going into its first strategic planning cycle starting tomorrow and that they are planning a series of meetings to result in a final 1-½ day retreat in January. He said they will be building an analytical tool where they can find out about and visit other youth programs. He said that tomorrow evening from 7-10PM, there will be a meeting at the Gay and Lesbian Center of San Bernardino and invited everyone to participate and be a part of the meeting.

Agenda Items for Next Meeting

Reallocation

Election

Agenda items for the next meeting should be directed to Vicki C. Devore at (909) 876-3960 or vdevore@dph.sbcounty.gov

Next Meeting

Steve announced that the next meeting is the election meeting.

The next Planning Council meeting is scheduled for November 21st, 2002

Steve announced that the Executive meeting recommended the next meeting be held in the desert. He asked for a vote regarding the meeting in the desert

Motion # 02- 63 was approved.

For: 21

Against 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Adjournment

The meeting adjourned at 3:00 p.m.

Certified:

Gary Feldman, M.D. Date
Co-Chair

Steve McGrew Date
Co-Chair